



# All Saints Church of England Primary School

## Job Description

<b>Post Title:</b>	<b>School Business Manager/Clerk to Governors</b>
<b>Grade:</b>	Grade 10 (37 hours per week) Attendance at governors meeting during the evening to be repaid as time off in lieu.
<b>Responsible to:</b>	Headteacher and Deputy Headteacher

### Purpose of the job:

- To support the aims and objective of the school by having strategic vision for all aspects of finance, budget, resources, admissions, and other school matters.
- To maintain and develop a comprehensive and efficient financial and administrative service for the school.
- To provide information, guidance, and advice to the Headteacher, SLT and Governing Body on financial and associated matters.
- To be responsible, in conjunction with the Headteacher and Governing Body, for the school site and buildings and its legal, safety, maintenance and security functions.
- To manage the day-to-day work of the office staff, site officer, cleaning and catering teams.
- To provide a clerking service to the Governing body.
- To act as the personal assistant to the Headteacher.
- To liaise with the Local Authority financial and associated matters.

### Main Responsibilities

#### Finance:

- Prepare the school's annual revenue and capital budget and report to the Headteacher, Governing Body and Local Authority; project the budget forecast for three years in accordance with financial regulations.
- Review and monitor budgets having regard to the SDP, responding to staff, pupil and other changes and provide advice on available options to ensure the maximum use of budgets and grants; report six times per year to Headteacher and governing body.
- Ensure accurate and up to date records of income, expenditure and all other transactions are maintained in accordance with legislation and LA requirements.
- Prepare and reconcile financial returns and monitoring reports for the LA with the relevant time scales.
- Arrange services, contracts and purchases using Best Value principles to obtain value for money.
- Control and reconcile school bank account to financial management system ensuring accuracy and cash flow.
- Benchmark income and expenditure against local and national schools; report demonstrate to governors.
- Attend all governors Finance Committee meetings and report on financial matters.
- Provide SLT with regular strategic advice on financial matters which impact of teaching and learning e.g curriculum budget and benchmarking.
- Monitor the in-house catering operation to ensure efficiency and cost effectiveness.

- Report to curriculum budget holders as necessary on expenditure and balances.
- Oversee Bank reconciliation and Year End Audit.

### **Personnel**

- Manage personnel procedures with the support of EPM; liaise with Headteacher on personnel issues.
- Maintain confidential online staff database to process month payroll and census returns.
- Reconcile payroll data and costs to ensure accuracy.
- Process safer recruitment checks and maintain the Single Central Record in accordance with legislation.
- Manage recruitment procedures in conjunction with the Headteacher to fill vacancies.
- Advise staff of pay issues.
- Check supply and overtime claims.
- Arrange supply cover for teaching staff.
- Arrange staff training courses.

### **Admissions**

- Liaise with the LA, parents and other school on all aspects of admissions to the school.
- Ensure that all admission application is referred to the governors Admission committee for decisions, communicate decisions to parents and LA.
- Prepare paperwork for appeal hearings and support the school's presenting officer at such hearings.
- Check and maintain admissions records – waiting list, applications and supporting documents to ensure compliance with admissions legislation and school policy.
- Advise Headteacher and governors on admissions policy having strategic view of future plans and past issues.

### **Premises**

- Co-ordinate and monitor building and maintenance projects ensuring safety and security of staff and premises and efficient operation facilities.
- Ensure compliance with legislation on health and safety, disability, and safety checks; maintain appropriate records.
- Liaise with LA and contractors in relation to site management issue.
- Monitor the work of on-site contractors and premises staff.
- Take action to reduce and review energy consumptions and liaise regularly with Eco leader and Eco warriors.
- Review insurance requirements for property, contents, and liabilities.

### **Management**

- Line manage the office staff, site manager and cleaning team, Cook and catering team and midday supervisors.
- Oversee the work of the office staff, site manager, cook and middays to monitor procedures to ensure efficiency.
- Ensure that the office staff and site manager, cook and middays receive the appropriate training, induction, and development.
- Facilitate teamwork and good practices to ensure high standards.
- Carry out annual appraisal and review of job description and training needs.

### **Administration**

- Manage the school administration function including office IT facilities, school receptions, records, supplies, reprographics, and telephones.

- Implement and develop appropriate management information and financial systems to ensure the effective running of the school and compliance with policy and regulations.
- Ensure that the school is a welcoming point of contact for parents and visitors and ensure good relationships are maintained.
- Ensure that issues concerning pupils are dealt with sympathetically and in confidence and that matters are brought to the attention of the Headteacher or teaching staff as necessary.
- Act as personal assistant to Headteacher ensuring response to urgent matters, appointment kept, and deadlines met; prepare school newsletter when required.
- Ensure school records are maintained and retained accurately and in accordance with policy.
- Complete return to the LA to meet deadline – school census, school workforce, attendance etc.
- Market the school to maximise admissions; prepare and distribute the school prospectus.

#### **Other Responsibilities**

- Act as the clerk to Governing Body (see appendix A)
- Comply and assist with the development of policies and procedures.
- Assist Headteacher with special projects as required.
- Be aware of, support and ensure equal opportunities for all.
- Liaise daily with kitchen staff to ensure catering services are maintained.
- Attend training as required.
- Other duties and responsibilities expressed and implied, which arise from the nature and character of the post within the school.